

DEPARTMENT OF BENEFIT PAYMENTS



May 30, 1974

ALL-COUNTY LETTER NO. 74-96

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - TABLES FOR ISSUANCE OF VARIOUS TYPES OF COUPON BOOKS

Attached is a copy of the revised tables for the issuance of various types of coupon books, effective July 1, 1974.

The tables utilize the revised coupon allotments established for the period July 1, 1974 through December 31, 1974. They cover all the allowable coupon allotments available under the variable purchase provision for households ranging in size from one to thirty persons.

These tables are designed to provide the recipient an efficient and economical distribution of the four types of coupon books. This distribution is also generally necessary to insure that sufficient quantities of each type of coupon book are available - particularly for July and August issuance.

Reasonable deviations from the tables are authorized to allow for adaptations to emergency conditions, or for temporary adjustments because of the unavailability of one or more of the four types of coupon books. Exceptions from the tables are also authorized for blind recipients requesting that all coupons be of the same denomination. However, requests by recipients for special consideration due to preference shall not be honored.

Also attached, as an aid in estimating the number and types of coupon books required, is the FNS "Criteria for Determining Estimated Proportional Needs of Each Book Type - July 1, 1974 Tables." The criteria are based upon the total monthly dollar value of issuance and assumes a semi-monthly issuance of coupons.

Please direct any questions to Richard Havnen, Chief, Food Stamp Management Bureau or Dickson Fox at (916) 445-6907.

Sincerely,


DENNIS O. FLATO,
Deputy Director

Welfare Program Operations

Attachments

cc: FNS, USDA

GEN 65WDA(2/74)

OBsolete

Superseded by

ACL #76-27

Issued 2-13-76

TABLE FOR THE ISSUANCE OF VARIOUS TYPES OF COUPON BOOKS
48 STATES AND DISTRICT OF COLUMBIA (EFFECTIVE JULY 1, 1974)

| VALUE | \$2 | \$3 | \$10 | \$30 | VALUE | \$2 | \$3 | \$10 | \$30 | VALUE | \$2 | \$3 | \$10 | \$30 |
|-------|-----|-----|------|------|-------|-----|-----|------|------|-------|-----|-----|------|------|
| 12 | 0 | 4 | 0 | 0 | 152 | 0 | 4 | 2 | 4 | 324 | 1 | 4 | 1 | 10 |
| 21 | 1 | 3 | 1 | 0 | 153 | 2 | 3 | 2 | 4 | 326 | 0 | 2 | 2 | 10 |
| 23 | 2 | 3 | 1 | 0 | 158 | 1 | 2 | 0 | 5 | 337 | 2 | 1 | 0 | 11 |
| 30 | 2 | 2 | 2 | 0 | 161 | 1 | 3 | 0 | 5 | 341 | 1 | 3 | 0 | 11 |
| 35 | 1 | 1 | 0 | 1 | 163 | 2 | 3 | 0 | 5 | 344 | 1 | 4 | 0 | 11 |
| 38 | 1 | 2 | 0 | 1 | 169 | 0 | 3 | 1 | 5 | 348 | 1 | 2 | 1 | 11 |
| 41 | 1 | 3 | 0 | 1 | 172 | 0 | 4 | 1 | 5 | 357 | 2 | 1 | 2 | 11 |
| 45 | 1 | 1 | 1 | 1 | 173 | 2 | 3 | 1 | 5 | 359 | 0 | 3 | 2 | 11 |
| 46 | 0 | 2 | 1 | 1 | 174 | 1 | 4 | 1 | 5 | 366 | 0 | 2 | 0 | 12 |
| 51 | 1 | 3 | 1 | 1 | 178 | 1 | 2 | 2 | 5 | 370 | 2 | 2 | 0 | 12 |
| 58 | 1 | 2 | 2 | 1 | 180 | 2 | 2 | 2 | 5 | 374 | 1 | 4 | 0 | 12 |
| 59 | 0 | 3 | 2 | 1 | 183 | 2 | 3 | 2 | 5 | 388 | 1 | 2 | 2 | 12 |
| 62 | 0 | 4 | 2 | 1 | 185 | 1 | 1 | 0 | 6 | 390 | 2 | 2 | 2 | 12 |
| 64 | 1 | 4 | 2 | 1 | 192 | 0 | 4 | 0 | 6 | 407 | 2 | 1 | 1 | 13 |
| 70 | 2 | 2 | 0 | 2 | 194 | 1 | 4 | 0 | 6 | 410 | 2 | 2 | 1 | 13 |
| 75 | 1 | 1 | 1 | 2 | 204 | 1 | 4 | 1 | 6 | 423 | 2 | 3 | 2 | 13 |
| 81 | 1 | 3 | 1 | 2 | 205 | 1 | 1 | 2 | 6 | 432 | 0 | 4 | 0 | 14 |
| 82 | 0 | 4 | 1 | 2 | 209 | 0 | 3 | 2 | 6 | 440 | 2 | 2 | 1 | 14 |
| 86 | 0 | 2 | 2 | 2 | 216 | 0 | 2 | 0 | 7 | 454 | 1 | 4 | 2 | 14 |
| 89 | 0 | 3 | 2 | 2 | 225 | 1 | 1 | 1 | 7 | 456 | 0 | 2 | 0 | 15 |
| 92 | 0 | 4 | 2 | 2 | 227 | 2 | 1 | 1 | 7 | 473 | 2 | 3 | 1 | 15 |
| 97 | 2 | 1 | 0 | 3 | 230 | 2 | 2 | 1 | 7 | 476 | 0 | 2 | 2 | 15 |
| 102 | 0 | 4 | 0 | 3 | 238 | 1 | 2 | 2 | 7 | 489 | 0 | 3 | 0 | 16 |
| 103 | 2 | 3 | 0 | 3 | 242 | 0 | 4 | 2 | 7 | 498 | 1 | 2 | 1 | 16 |
| 108 | 1 | 2 | 1 | 3 | 249 | 0 | 3 | 0 | 8 | 506 | 0 | 2 | 2 | 16 |
| 113 | 2 | 3 | 1 | 3 | 256 | 0 | 2 | 1 | 8 | 520 | 2 | 2 | 0 | 17 |
| 114 | 1 | 4 | 1 | 3 | 258 | 1 | 2 | 1 | 8 | 522 | 0 | 4 | 0 | 17 |
| 115 | 1 | 1 | 2 | 3 | 260 | 2 | 2 | 1 | 8 | 539 | 0 | 3 | 2 | 17 |
| 118 | 1 | 2 | 2 | 3 | 271 | 1 | 3 | 2 | 8 | 542 | 0 | 4 | 2 | 17 |
| 119 | 0 | 3 | 2 | 3 | 275 | 1 | 1 | 0 | 9 | 555 | 1 | 1 | 1 | 18 |
| 125 | 1 | 1 | 0 | 4 | 278 | 1 | 2 | 0 | 9 | 564 | 1 | 4 | 1 | 18 |
| 128 | 1 | 2 | 0 | 4 | 292 | 0 | 4 | 0 | 9 | 586 | 0 | 2 | 1 | 19 |
| 130 | 2 | 2 | 0 | 4 | 291 | 1 | 3 | 1 | 9 | 608 | 1 | 2 | 0 | 20 |
| 134 | 1 | 4 | 0 | 4 | 293 | 2 | 3 | 1 | 9 | 630 | 2 | 2 | 2 | 20 |
| 136 | 0 | 2 | 1 | 4 | 300 | 2 | 2 | 2 | 9 | 652 | 0 | 4 | 1 | 21 |
| 139 | 0 | 3 | 1 | 4 | 304 | 1 | 4 | 2 | 9 | 674 | 1 | 4 | 0 | 22 |
| 141 | 1 | 3 | 1 | 4 | 308 | 1 | 2 | 0 | 10 | 696 | 0 | 2 | 0 | 23 |
| 147 | 2 | 1 | 2 | 4 | 315 | 1 | 1 | 1 | 10 | 718 | 1 | 2 | 2 | 23 |
| 150 | 2 | 2 | 2 | 4 | 322 | 0 | 4 | 1 | 10 | 740 | 2 | 2 | 1 | 24 |

Reasonable deviations from the tables are authorized to allow for adaptations to emergency conditions, or for temporary adjustments because of the unavailability of one or more of the four types of coupon books. Exceptions from the tables are also authorized for blind recipients requesting that all coupons be of the same denomination. However, requests by recipients for special consideration due to preference shall not be honored.

Criteria For Determining Estimated Proportional
Needs of Each Book Type - July 1, 1974 Tables

Information taken from Requisition for Food Coupon Books (FNS 260) or estimated total monthly dollar value of issuance for a new entity. Please refer to attached sample.

1. Take total dollar value of Average Monthly Issuance (Column 8 X Column 2 for each denomination or estimated monthly dollar value of issuance for new point).

| | | | | |
|--------------------|---|---------|---|----------|
| 2,000 | X | \$ 2.00 | = | 4,000 |
| 2,000 | X | 3.00 | = | 6,000 |
| 2,000 | X | 10.00 | = | 20,000 |
| 2,000 | X | 30.00 | = | 60,000 |
| Total dollar value | | | | \$90,000 |
| issued monthly | | | | |

2. Multiply the total dollar value of monthly issuance by given percentages (below) to determine the dollar value of each denomination expected to be issued monthly. Please note that our illustration is based upon semi-monthly issuance.

Percentages to be applied:

| <u>Semi-monthly Issuance</u> | <u>85% Monthly and 15% Semi-monthly Issuance</u> |
|------------------------------|--|
| 2% for \$ 2.00 Books | 1% for \$ 2.00 Books |
| 9% for 3.00 Books | 5% for 3.00 Books |
| 14% for 10.00 Books | 9% for 10.00 Books |
| 75% for 30.00 Books | 84% for 30.00 Books |

(i.e., by following the July 1, 1974 Tables, agents issuing solely or primarily semi-monthly can expect 2% of their dollar amount issued to be in \$2.00 books, etc.)

| | | | | |
|----------|---|-----|---|---------------------------|
| \$90,000 | X | 2% | = | \$ 1,800 in \$ 2.00 Books |
| 90,000 | X | 9% | = | 8,100 in 3.00 Books |
| 90,000 | X | 14% | = | 12,600 in 10.00 Books |
| 90,000 | X | 75% | = | 67,500 in 30.00 Books |

(\$1,800 of the total monthly issuance may be expected to be in \$2.00 Books, etc.)

3. Divide the dollar value of issuance by the value of the appropriate book type to convert dollar value to number of books. This will provide the Average Monthly Issuance (Column 8).

| | | | |
|----------|------|---|-------------|
| \$ 1,800 | ÷ 2 | = | 900 Books |
| 8,100 | ÷ 3 | = | 2,700 Books |
| 12,600 | ÷ 10 | = | 1,260 Books |
| 67,500 | ÷ 30 | = | 2,250 Books |

4. The Average Monthly Issuance (Column 8), along with Estimated Books on Hand (Column 6) and the Number of Months Supply desired (Column 9; 3 to 6 months is suggested, but not to exceed 6 months) is used to determine the number of books to be ordered.

The number of books to be ordered is found by taking the revised Average Monthly Issuance X 4 (in keeping with the 4 months supply indicated on the original sample requisition) and subtracting the amount on hand.

\$ 2.00 Books:

| | | | |
|--|-----|---|-------|
| 900 | X 4 | = | 3,600 |
| on hand | | = | 4,000 |
| Since amount on hand exceeds 4 months supply, 0 books ordered. | | | |

3.00 Books:

| | | | |
|---|-----|---|--------|
| 2,700 | X 4 | = | 10,800 |
| on hand | | = | 2,500 |
| Should order | | = | 8,300 |
| (rounded off to closest carton = 10,000 Books or 5 cartons) | | | |

10.00 Books

| | | | |
|--|-----|---|-------|
| 1,260 | X 4 | = | 5,040 |
| on hand | | = | 2,600 |
| Should order | | = | 2,440 |
| (rounded off to closest carton = 4,000 Books or 2 cartons) | | | |

30.00 Books

| | | | |
|--|-----|---|-------|
| 2,250 | X 4 | = | 9,000 |
| on hand | | = | 2,000 |
| Should order | | = | 7,000 |
| (rounded off to closest carton = 7,200 Books or 6 cartons) | | | |

In order to provide the proper mix of denominations needed if the Tables are followed, and be consistent with the 4 months supply of coupons indicated on the requisition as submitted, this requisition then would be revised as illustrated on attached sample.

As indicated, given an estimated total monthly dollar value of issuance only, the above steps also may be used to estimate the average monthly usage of each denomination and therefore, the initial order for new agents. In this case, step 1 would simply be omitted.

ORIGINAL

| Book Type (1) | Book Value (2) | No. of Carton Ordered (3) | No. of Books in Carton (4) | No. of Books Ordered (5) | Estimated Books on hand as of 4/30/74 (6) | Total Books with this order (Col 5 & 6) (7) | Average Monthly Issuance (8) | No. Months Supply of Books (Col 7 - Col 8) (9) |
|---------------|----------------|---------------------------|----------------------------|--------------------------|---|---|------------------------------|--|
| A | \$ 2.00 | 2 | 2000 | 4000 | 4000 | 8000 | 2000 | 4 |
| B | 3.00 | 3 | 2000 | 6000 | 2500 | 8500 | 2000 | 4.3 |
| C | 10.00 | 3 | 2000 | 6000 | 2600 | 8600 | 2000 | 4.3 |
| E | 30.00 | 5 | 1200 | 6000 | 2000 | 8000 | 2000 | 4 |
| Total | | 13 | | 22000 | | | | |

REVISED

| Book Type (1) | Book Value (2) | No. of Carton Ordered (3) | No. of Books in Carton (4) | No. of Books Ordered (5) | Estimated Books on hand as of 4/30/74 (6) | Total Books with this order (Col 5 & 6) (7) | Average Monthly Issuance (8) | No. Months Supply of Books (Col 7 - Col 8) (9) |
|---------------|----------------|---------------------------|----------------------------|--------------------------|---|---|------------------------------|--|
| A | \$ 2.00 | 0 | 2000 | 0 | 4000 | 4000 | 900 | 4.4 |
| B | 3.00 | 5 | 2000 | 10000 | 2500 | 12500 | 2700 | 4.6 |
| C | 10.00 | 2 | 2000 | 4000 | 2600 | 6600 | 1260 | 5.1 |
| E | 30.00 | 6 | 1200 | 7200 | 2000 | 9200 | 2250 | 4 |
| Total | | 13 | | 21200 | | | | |